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30 June 1952

TO: Acting Deputy Director (Administration)  
FROM: Chief, Organization and Methods Service  
SUBJECT: Proposed Change in Designations of Agency Components.

1. THE PROBLEM. Should the present names of CIA offices be changed, for security reasons, to new names or to numbers?
2. DISCUSSION AND CONCLUSIONS.
  - a. Designation of offices by numerals seems on first thought to offer greater security than designation by letters, which by their very nature indicate identities. This security advantage, however, would be greatly reduced by the fact that few people remember numerals, and therefore a large number of indexes would have to be distributed throughout the Agency.
  - b. For the very reason that people would not remember numbers their use imposes administrative difficulties. Most people would have to be constantly referring to an index for the numerical designation of an office.
  - c. Changing the name of offices and the corresponding letter symbols would be a disturbing factor, particularly on the level of stenographers, typists, couriers, messengers, etc. The Deputy Director (Intelligence) is opposed to such change for his offices and the Deputy Director (Plans) similarly opposes changing the names of any of his offices for security reasons except the Office of Policy Coordination. The names of certain other offices under the Deputy Director (Plans) are being changed in accordance with a general reorganization of the covert offices but security is not a factor in such changes.
  - d. Even with the current titles of offices, there is still some confusion as to alphabetical designation. There never has been published a regulation making official the identification symbols commonly used.
  - e. The growth of the Agency makes advisable the extension of symbols, at least down to divisions to assist in the routing

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of correspondence, etc. Because of frequent changes this should be intra-office only.

3. RECOMMENDATIONS. It is recommended that:

- a. Numerical identification not be adopted.
- b. The present names and letter symbols be continued for all offices except for OPC, unless Inspection and Security receives indications that a change is advisable.
- c. That Annex "A" be published as a regulation making the letter symbols pertaining to the offices official. (The necessary change for OPC and any other changes due to reorganization will be made as directed by the DD/P. Organization and Methods Service will assist in the work of devising symbols for divisions and branches.

W. L. PEEL

Annex  
Proposed Regulation.

CONCURRENCES:

\_\_\_\_\_  
Deputy Director (Intelligence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director (Plans)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Asst. Deputy Director (Inspection &  
Security)

\_\_\_\_\_  
Date

ACTION BY APPROVING AUTHORITY:

\_\_\_\_\_  
Date

Approved (disapproved), exceptions, if any.

\_\_\_\_\_  
Director of Central Intelligence

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Annex "A"

25X1A

**CENTRAL INTELLIGENCE AGENCY REGULATION**

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**14. Correspondence Symbols.**

a. The following symbols will be used in all internal headquarters correspondence when referring to Agency components:

Director of Central Intelligence	DCI
Deputy Director of Central Intelligence	DDCI
Office of Training	OTR
Deputy Director (Plans)	DE/P
Office of Special Operations	OSO
Office of Policy Coordination	OPC
Office of Communications	CC
Office of Technical Service	OTS
Deputy Director (Intelligence)	DI/I
Office of National Estimates	ONE
Office of Scientific Intelligence	OSI
Office of Research and Reports	ORR
Office of Intelligence Coordination	OIC
Office of Current Intelligence	OCI
Office of Collection and Dissemination	OCD
Office of Operations	OO
Deputy Director (Administration)	DE/A
Office of General Services	OGS
Organization and Methods Service	OM
Administrative Service	AS
Inspection and Security Office	ISO
Personnel Office	PO
Procurement and Supply Office	PSO
Medical Office	MO
Finance Office	FO
Audit Office	AO
Office of General Counsel	OGC

b. All Offices will devise correspondence symbols for component divisions, staffs and branches. Sections and units will be included, if considered necessary in normal correspondence procedures. All correspondence symbols will be coordinated with the Organization and Methods Service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Deputy Director (Administration) **EFFECTIVE:**

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